

Coordinating Center Report

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Abstract

This report summarizes the activities of the IVS Coordinating Center during the year 2003, and forecasts activities planned for the year 2004.

1. Coordinating Center Operation

The IVS Coordinating Center is based at Goddard Space Flight Center and is operated by NEOS (National Earth Orientation Service), a joint effort for VLBI by the U.S. Naval Observatory and NASA Goddard Space Flight Center.

The mission of the Coordinating Center is to provide communications and information for the IVS community and the greater scientific community and to coordinate the day-to-day and long-term activities of IVS.

The web server for the Coordinating Center is provided by Goddard. The address is

<http://ivscc.gsfc.nasa.gov>

2. Activities During 2003

During the period from January through December 2003, the Coordinating Center supported the following IVS activities:

- Directing Board support: Coordinated two IVS Directing Board meetings, at Paris Observatory, France, (April 2003) and at Haystack Observatory, USA (October 2003). Notes from each meeting were published on the IVS web site.
- Communications support: Maintained the IVS web site, e-mail lists, and web-based mail archive files. Set up a new e-mail system using the Mailman facility, which eliminated the spread of spam on the IVS mail lists. Coordinated the team that developed a new structure and design for the web site (see next section).
- Publications: Published the 2002 Annual Report in spring 2003. Published three editions of the IVS Newsletter in April, August, and December, 2003. All publications are available electronically as well as in print form.
- 2003 Master Schedule: Generated and maintained the master observing schedule for 2003. Coordinated VLBI resources for observing time, correlator usage, tapes and disk modules. Coordinated the introduction and usage of Mark 5 systems at IVS stations.
- 2004 Master Schedule: Generated the proposed master schedule for 2004 and received approval from the Observing Program Committee.
- Meetings: Coordinated, with the NRCAN Local Committee, the third IVS General Meeting, held in Ottawa, Canada in February 2004. Chaired the Program Committee for the meeting.
- Observing Program Committee (OPC): Coordinated meetings of the OPC to monitor the observing program, review problems and issues, and discuss changes.

3. Web Site Update

During 2003 the IVS web site design was updated. Construction of the new site will be accomplished in early 2004.

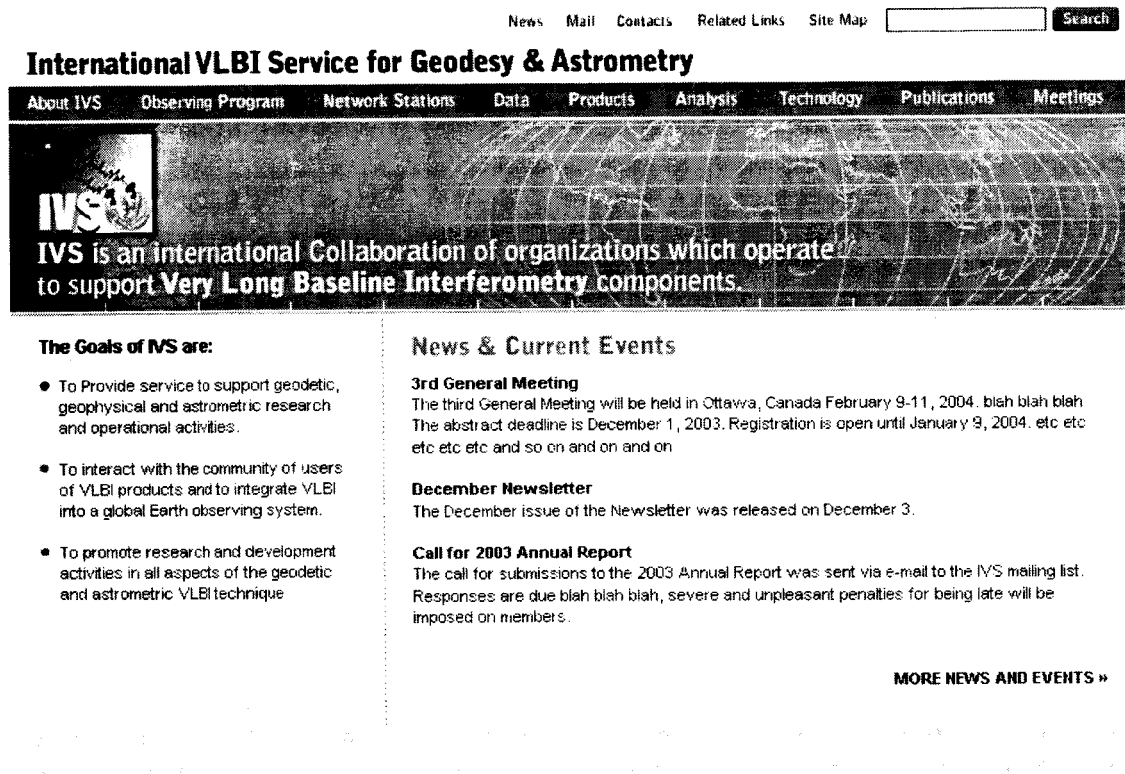


Figure 1. **New IVS home page.** This image shows the design of the new IVS home page. Major topics are shown in the bar at the top of the image, useful links such as mail and search are at the top of the page. The content of the home page gives the main mission of IVS for new visitors to the site, as well as current news and events for regular visitors.

The web site covers three main topics for IVS: activities, organization, and products. The site works to serve three main purposes:

- To provide a location on the web for IVS members and members of the scientific community to find data, products and general information provided by IVS.
- To act as a hub of information for IVS members. Since participants in the program are spread all over the world, the web site can act as a good resource to keep members informed of IVS activities.

- To promote IVS and to educate the scientific community and other interested parties in the work IVS is doing.

The new site has a clean design, improved navigation, and a revised structure that better reflects the needs of users. The structure was developed via discussions with a team consisting of Hayo Hase, BKG, Germany and Chile; Yasuhiro Koyama, CRL Kashima, Japan; Zinovy Malkin, Institute of Applied Astronomy, Russia; Dan Smythe, MIT Haystack Observatory, USA; Christoph Steinforth, University of Bonn, Germany; and Nancy Vandenberg, Coordinating Center Director. The design and construction of the new site was implemented by Doug League, RS Information Systems, of the NASA GSFC Technical Information Services Branch.

4. Staff

The staff of the Coordinating Center is drawn from individuals who work at Goddard. The staff and their responsibilities are:

Name	Title	Responsibilities	Allocation
Nancy Vandenberg	Director	Web design and content, Directing Board support, meetings, publications	50%
Cynthia Thomas	Operation Manager	Master schedule (current year), resource management, meetings and travel support, special sessions	50%
Frank Gomez	Web Manager	Web server administration, mail system maintenance, data center support, session processing scripts, mirror site liaison	50%
Karen Bayer	Publication Programmer and Editor	Publication processing programs, Latex support and editorial assistance	10%
Debra Gonzalez	Data Technician	Master schedules, resource monitoring, session web pages monitoring	30%

5. Plans for 2004

The Coordinating Center plans for 2004 include the following:

- Support the new IVS web site and implement new station pages.
- Publish the 2003 Annual Report (this volume).
- Publish Proceedings of the third IVS General Meeting.
- Support Directing Board meetings in 2004.
- Coordinate the 2004 master observing schedule and IVS resources.
- Publish Newsletter issues in April, August, and December.
- Publish an IVS color brochure.